

### Rating Official Performance Management Responsibilities

**Commitment:** As required by OPM and OMB "Proud to Be" commitments, the Department of Energy is issuing the following guidance designed to convey performance management roles which hold rating officials accountable for overseeing and managing the performance of their subordinates. These responsibilities include the following:

	Responsibility	Actions	Timeframe
1.	Establish and maintain on-going lines of communication with each employee regarding factors that influence the accomplishment of performance expectations.	Rating official provides coaching and feedback on a regular basis; mentors employee; provides training and/or career enhancing opportunities.	Throughout rating period.
2.	Prepare a performance plan for each subordinate employee.	Rating official involves the employee in the development of the performance plan; clearly communicates the written expectations and their linkage to the goals and mission of the organization. The plan must include 1-4 critical elements that address individual job performance and the prescribed Employee Attributes. Standards must be written at the "Meets Expectation" level and be based on quality, quantity, timeliness, or manner of performance.	Within the first 30 days of the rating period or new assignment.
3.	Conduct progress reviews.	Rating official provides timely and detailed feedback addressing the specifics of the employees' performance to date; modifies performance plans as appropriate.	Informally-throughout rating period. Formally-during mid-year or scheduled progress reviews.
4.	Complete advisory rating for employees who have been covered by the current performance plan for at least 90 days of the rating period and will depart the position prior to the end of the rating cycle.	Rating official prepares advisory ratings addressing the employees' performance to date for the specified rating period.	Prior to an employee's last day on position.
5.	A departing rating official must complete advisory ratings for subordinate employees who have been covered by the current performance plan for at least 90 days of the rating period.	The departing rating official prepares an advisory rating for each subordinate employee addressing the employee's performance to date for the specified rating period.	Prior to the rating official's last day as supervisor.

	<b>Responsibility</b>	<b>Actions</b>	<b>Timeframe</b>
6.	Recognize and reward high performers.	Rating official ensures commensurate awards linked to varying levels of high performance are granted to deserving employees.	Upon completion of appraisal process.
7.	Address poor performance.	Rating official identifies the cause of poor performance; provides constructive feedback to help employee direct efforts to correct/improve the performance; initiates measures designed to help the employee in achieving an acceptable level of performance; consults with HR when employee's performance falls below the acceptable level; takes performance based action as appropriate.	Throughout rating period.
8.	Prepare employee ratings of record for the rating period.	Rating official evaluates employees' performance using the standards defined in the applicable performance plans.	Within 45 days of the end of the rating period.
9.	Assure the ratings of subordinates appropriately reflect levels of performance.	Rating official assesses employees' performance on critical elements defined in the performance plans and assign the appropriate ratings. The performance ratings of the workforce should reflect the overall performance of the organization.	When assigning final ratings of record.
10.	The rating official should be familiar with the applicable sections of the local Collective Bargaining Agreement.	Comply with local Collective Bargaining Agreement, if applicable.	Comply with timeframes specified in local Collective Bargaining Agreement, if applicable.